

Utah Quality Improvement Committees **Recommendation Process**

The Quality Improvement Committees (QICs) have evolved to the point that Child and Family Services is receiving recommendations from across the state about a variety of issues. Child and Family Services is delighted that the groups have grown to the point that these are coming in on a regular basis.

There are certainly times the committees may raise questions and make suggestions to their region on an informal basis which is perfectly appropriate and may often be the most efficient way to resolve an issue. This information relates to those instances where a more formal, written recommendation is warranted. In order to ensure that the working agreement expectations are met, we are providing a written guide and reminder of the process.

Once the committee has completed their study of an issue for improvement, they should consider whether or not their recommendations pertain only to the region or whether the issue is one of statewide concern. If the committee is unsure about this, Child and Family Services staff to the committees could check with regional administration as to whether or not the region would have the ability and authority to proceed with implementing the recommendations, or if they are of such a nature it would take additional funding, legislative changes, practice guidelines changes, human resource rule changes etc., the recommendations should be sent to the region as well as to state administration.

Once the region or the state administration receive the written recommendations, they have 30 days to respond in writing. Both the recommendations and the response will be posted on the QIC website. If, for whatever reason, the response cannot be completed within 30 days, a note should be sent to the committee indicating at what time the response could be completed, which should not exceed an additional 30 days.

In order to ensure a timely response, it would be preferable to send the recommendations electronically to:

- The Region Director (see committee chair)
- The Division Director: brentplatt@utah.gov
- Katy Larsen: katylarsen@utah.gov
- Carol Miller: carolmiller@utah.gov

If the recommendations can be implemented within the region, they should proceed. The progress of implementation should be captured in the minutes of subsequent committee meetings which are also posted on the QIC website.

If there are statewide changes made, they should be posted on the website as a separate item “updates/progress” or be captured in subsequent meeting minutes and posted as well.

The committee chairs and region directors will receive an email informing them of a new posting of recommendations and response so that they might go to the website and be informed of activity across the state.